



# ARMY AGR VACANCY ANNOUNCEMENT



<b>Application Mailing Address:</b> HUMAN RESOURCES OFFICE/AGR COLORADO NATIONAL GUARD 6848 S REVERE PARKWAY CENTENNIAL, CO 80112		<b>Position open to females and males</b>  <b>Para/Lin:</b> 101/05 <b>Security Clearance:</b> Secret	<b>ANNOUNCEMENT NUMBER:</b>  <b>AGR # 028-13</b>	
			<b>OPENING DATE:</b> 12 April 2013	<b>CLOSING DATE:</b> 10 May 2013
<b>POSITION DESCRIPTION:</b> Human Resource Specialist 42A20 VICE: SGT Micciche		<b>GRADE:</b> Maximum: E-5 Minimum: E-5	<b>OPEN FOR FILL:</b> <input checked="" type="checkbox"/> STATE <input type="checkbox"/> NATIONWIDE	
<b>UNIT OF ACTIVITY:</b> 217 <sup>th</sup> Space Company 1670 North Newport Road Colorado Springs, CO 80916			<b>TYPE OF POSITION</b> <input type="checkbox"/> COANG <input checked="" type="checkbox"/> COARNG	
<b>MILITARY ASSIGNMENT:</b> 217 <sup>th</sup> Space Company 1670 North Newport Road Colorado Springs, CO 80916			<b>EVALUATION FACTORS USED:</b> Review of individual applications and Personal interviews.	

**AREA OF CONSIDERATION:** Open to current members of the COARNG in the Grade of E5. Current AGR Soldiers within the first 18 months of initial hire or within the 24 month stabilization period must include an approved exception to policy with the application. **PCS funds subject to availability.** Selectee must be qualified or able to become MOSQ within one year. **Per ARNG-HRH Policy Memo #10-039, AGR Personnel must complete required NGB training within one year of assignment to position.** Must have Secret security clearance or be able to obtain one within one year. Soldiers must meet initial eligibility requirements of Table 2-1, AR 135-18 and be in compliance with DA PAM 611-21. Current COARNG AGR applicants need only submit items # 1, 4–8.

## APPLICATION DOCUMENTATION

(Qualified applicants must submit applications as described below to the address in the upper left hand corner of this announcement. Emailed packets will not be considered, except for deployed Soldiers)

1. **NGB 34-1** must be complete with original signature.
2. **PHYSICAL:** Individual Medical Readiness Record (MEDPROS) with last Periodic Health Assessment (PHA) within 12 months.
  - Must have **HIV** less than 24 months old at time of application. If test results are older than 24 months you will be required to have new test results prior to hire date.
3. **DA Photograph in Class A military uniform** (ASUs), three-quarter or full length, taken within the last 12 months.
  - Name, SSN, Rank, Branch, and date of photo **on rear** of photograph (unless listed on menu board of official military photo)
4. Photocopy of last 5 **NCOERs**.
5. Certified true copy of **ERB or DA 2-1** ( each sheet must be certified with original signature of unit administrator or MILPO)
6. Personnel Qualification Record (**PQR**)
7. Copy of current **APFT** Scorecard (**DA 705**). Profiles must be attached if applicable. Soldiers on a **temporary profile** are **NOT** eligible to enter the AGR program.
8. Copy of current **DMA Form 76** (Individual Record of Ht-Wt), if not annotated on DA 705.
  - Must have a **DD 5500 or 5501-R (Female)** attached if body fat content test required.
9. **NGB 23**, NGB 23b (RPAS Statement), retirement record
10. Copy of all **DD214's / NGB 22's** showing all prior service.
11. Copy of current **Driver's License**.

**Applications without all required supporting documents will be returned without consideration. Emailed packets will not be considered, except for deployed Soldiers.** US Government postage and envelopes may NOT be used for submitting applications. Qualified applicants will be contacted by the selecting supervisor or his/her representative for interviews. After the board recommendation is approved by the EO and HRO, the Board President or his/her representative will contact all applicants to notify them of selection or non-selection. This office will also confirm selection or non-selection by memorandum.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Administrative NCO**

Assists the commander and unit personnel in personnel and administrative matters by acting as the point of contact in issues relating to the welfare of the Soldiers. Responsible to the commander for all financial (pay and benefits) actions to include IDT, AT, ADT, ADSW, incapacitation pay, enlisted bonuses, student loans, and educational assistance for all unit personnel. Is the single point of contact to ensure the prevention of pay related problems and provides input to SIDPERS-ARNG and the automated pay system. Unit point of contact to the Military pay technicians in USP&FO. Assists in planning, updating and execution of unit mobilization plans and loading plans, and unit supply planning. Attends all unit training assemblies, and annual training periods providing assistance and guidance in personnel and administrative matters and functions. Attends schools and conferences as required by training, development and military education requirements. Assists in the unit recruiting and retention program. Conducts public relations activities as directed to promote a positive image for the unit in the community. Performs other duties as assigned.

#### **42A--Human Resources Specialist (HR Sp), CMF 42**

*Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per MARKS. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy. Posts changes to Army regulations and other publications.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties.

#### **Minimum Eligibility Criteria:**

Must meet requirements as stated in the "Areas of Consideration". Must be able to serve at least 3 years in an active military status prior to completing 18 years of active Federal Service, on the date of mandatory removal. Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date. Must meet medical standards prescribed by AR 40-501 chapter 3. Must not be a candidate for an elective office, hold a civil office, or be engaged in partisan political activities. Must not be under a current suspension of favorable personnel actions. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal Civil Service annuities (Applicable only if announced for those eligible to enlist in the COARNG and/or current members of the COARNG). Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG). Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program (Applicable only if announced for those eligible to enlist in the COARNG and/or members of the COARNG).

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

**THE COLORADO NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:** Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.